

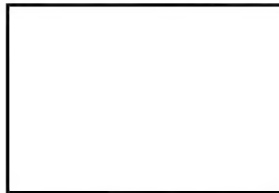
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15 May 1964

MEMORANDUM FOR THE RECORD

Subject: Meeting of Records Management Officers for DDS and DCI Areas
held in Room 7D-34, Hq., at 10:00 on 14 May 1964

1. On 14 May I met with the following records officers:

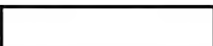


e of Cable Secretariat)

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The purpose of this meeting was to provide an opportunity for discussion of problems of mutual interest. The following subjects were discussed:

a. Announcements:

1. IRAC - 15 May - "Paper - Forest to File", Bureau of Standards official
2. Agency Records Officers Meeting - 10 June, 1E-78, at 10:00 AM, Office Equipment - Not Gadgets, William Reilly, GSA
3. Filing Equipment Current Prices - Distribute
4. New Book, "Records Management --A Modern Tool for Business, by Mary Claire Griffin - Allyn and Bacon, Boston 1964. LIBRARY will procure (2) copies.
5. Form 2218, "Equipment Inventory" - 

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b. AREA Conference

c. Federal Records Officers Conference. The objective of this Conference was to develop a program for the Evaluation of Records Management in all Federal Agencies. I explained that with respect to this Agency the audit would probably be along the lines of "Self Appraisal". On this basis, the GSA representative will review our internal audit and possibly make some spot checks. The idea of audits of Agency Programs originated with the first Federal Records Officers Conference in 1962. Since then the GAO and several Congressional committees have requested GSA to undertake such a program.

d. Training

1. Records Management Workshop, 8-19 June 1964
2. AMA Records Management Seminar
3. Forms Management Workshop
4. Source Data Automation Workshop: 14-19 Sep.
12-26 Oct.
16-20 Nov.

e. Reporting to Top Management.

There was a general discussion on the various types of reports of Records Officers now made to their superiors. [redacted] monthly report; [redacted] is required to make a weekly report and he submits a detail report every 6 months. [redacted] has recently started to report monthly. [redacted] submits a quarterly report. None of the others make reports. It was agreed that some type report should be made to Top Management but it should be meaningful and in terms easily understood by the layman. I agreed to discuss this problem with [redacted] to see what they could do in making better graphics presentations.

f. Cost of Printing Forms -- [redacted] related a problem in getting approval from his operating officials for the printing of forms. He says that because of high printing costs, operating officials are bootlegging forms on their own reproduction facilities. This seemed to be no problem to any other Records Officer. [redacted] indicated that even though an estimated cost is given by Printing Services, there is no actual transfer of funds. This appears to be a problem within the Administrative structure of Office of Security.

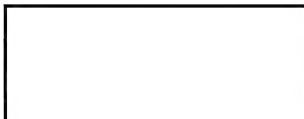
g. [redacted] reported difficulty in developing a new Records Control Schedule for the Office of Security because more detailed descriptions are now needed to provide for a review of records before being destroyed by the Records Center. He believes that this is caused by our policy that records will be destroyed at the Center without notifying the Records Officer before this is done. None of the other Records Officers seemed to think that this was a problem for them. I have asked [redacted] to explore this further with [redacted]

h. Uniform Numbering

[redacted] wanted to know if the Records Control Schedule No. could be the same as the OPI on forms. She also indicated difficulty in getting inserts for the Metal Tabs on file folders. [redacted] will resolve this item.

i. It was the consensus of the meeting that these informal get-togethers in small groups are beneficial.

cc:



(Res Ctr.)